

BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor Mount Clemens, Michigan 48043 586-469-5125 FAX 586-469-5993 macombcountymi.gov/boardofcommissioners

AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS WEDNESDAY, MARCH 5, 2008

AGENDA

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Public Participation
- Presentation by Department Heads of Position Analysis Questionnaire for Each Vacant Personnel Opening for Consideration
- Evaluation and Recommendation to Personnel Committee Regarding Determination of Each Vacant Personnel Opening

(mailed)

- New Business
- 7. Public Participation
- 8. Adjournment

MEMBERS:

Camphous-Peterson-Chair, Slinde-Vice-Chair, D. Flynn, Rengert, Tocco and

Crouchman (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

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distributed 3-5-08

Macomb County Position Analysis Questionnaire

Classification Title: Computer Maintenance	
Department: Health	
Division/Program Assignment: Family Health Services/Immunization	
Describe how this position is funded: Immunization Program 221-60114	

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

In addition to her routine tasks of Immunization client registration, data processing Ms. Tringali functions as the Southeast Health Centers Biologics Clerk. The Biologics Clerk's responsitilities are to provide vaccine management (16,500 doses) for 14 private physicians Vaccine for Childrens program (VFC), and the center. Her position requires familiarity with Crystal Report, Excel, Word, MCIR, and Mitchell McCormack Software Pharmacy modules. These activities are anticipated to increase with the upcoming CDC/Michigan New Centralized Vaccine Distribution program.

Organization Information: (Please attach a current organization chart)

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Family Health Services Division improves, promotes, and protects the public's health concerns across the age continuum through services oriented toward prevention, early detection, evaluation and referral, in collaboration with other public and private agencies. The Immunization Clinic Program provides vaccines to children and adults and provides distribution and quality assurance for vaccines provided to VFC doctors.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Public Health Services Coordinator	1
Same Classification Within Department or Program	One at Southeast Health Center	1
Other Classifications Reporting to this Immediate Supervisor	Typist/Clerk IV - 1, Typist/Clerk III - 2, Account/Clerk I/II - 3, Public Health Nurse I - 3, Public Health Nurse II - 2, Public Health Nurse III - 3	14
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Ms. Tringali works along with support staff and provides direction regarding the Biologics Program Protocols. Situations may require her reporting discrepancies to Office Supervisor who will decide on action to be taken.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

When a VFC order is requested the Biologics Clerk has to reconcile the request with the last order. New requirements will require even greater detail reviewing incoming orders. Discrepancies require referring items to other office and or departmental personnel for follow up and or corrective action.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a

manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Client Registration and MCIR Activities	25%	Daily	A number of activities are mandated for the immunization program
2	Biologic M&M Pharmacy Module Maintenance	10%	Daily	N .
3	Crystal Report Design and Maintenance	10%	Daily	N
4	Accounting and Money Report Duties	25%	Daily	W
5	VFC Temperature and Document Assessment	10%	Daily	"
6	Biologic Preparation for VFC Providers	10%	Daily	"
7	Immunization Refrigerator, Maintenance, and Ordering	10%	Daily	W.
8	Biologic Report and Refrigerator Count	2 Days	Monthly Report	"

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Provides instruction to VFC providers on the "How To's" to run reports, inventory control, temperature log protocols, and ordering process to maintain their needed vaccine supply.

Informs supervisor of any vaccine pharmacy issues in office regarding inventory.

Maintains Southeast Health Center's vaccine inventory, prepares reports for department and State.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

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by the State.
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Key Customers:

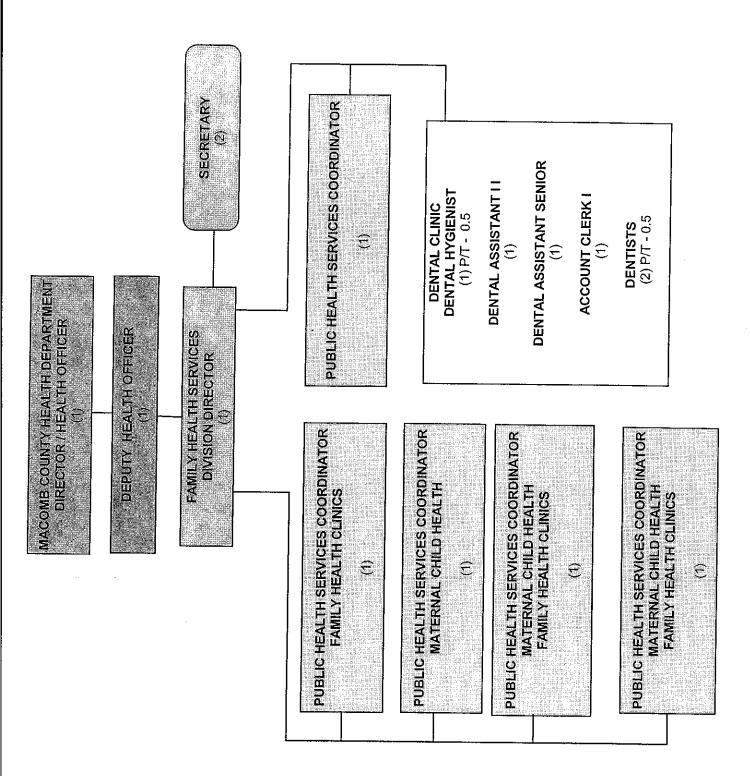
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Account Manager/Administration	Billing issues	as needed
Physicians Offices	Vaccine orders, program questions, data discrepencies, VFC providers	Daily
Office Supervisor/FHS Director	Clinic, VFC Reports, contract compliance issues	Monthly and as needed

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

This position is a vital part of the Departments collaboration with the State Health Department in providing vaccine to our community. It has impact on the health of individuals, revenue for the departments Immunization Program, and relationships with the State Health Department and Medicaid providers in the Community.



03/03/08

FHS#4

distribuled 3-5-08

Macomb County Position Analysis Questionnaire

Classification Title: Division Director: Health Promotion/Disease Control
Department: Health
Division/Program Assignment: Division Director
Describe how this position is funded: County Appropriation
Classification Purpose: In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.
The Division Director of Health Promotion Disease Control is a full functioning, high level administrator in the Health Department. The individual in this position is responsible for planning, implementing, and evaluating a variety of programs in the department. The Director of Health Promotion/Disease Control is responsible for several grant programs that provide a source of revenue to Macomb County. The individual in this position is a member of the Health Department Executive Team.
Organization Information: (Please attach a current organization chart) Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.
Macomb County Health Department is responsible for providing a wide array of public health prevention services to the community and for enforcing Federal, Sate and local laws and regulations. The Health Department represents the County on several coalitions and boards.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this	Steven C. Gold	1
Classification	Deputy Health Officer	
Same Classification Within Department or Program	3	2
Other Classifications Reporting	Division Directors	3
to this Immediate Supervisor	Manager, Financial Services	1
·	Manager, Planning & Quality Assurance	1
	Health Planner	1
	Senior Secretary	1
Classifications Directly	Public Health Services Coordinators	2
Supervised by this	Secretary	1
Classification (if applicable)	,	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Director of Health Promotion/Disease Control is responsible for administering activities in several programs with many classifications. See organizational chart and activity report attached.	al

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This individual solves high level problems related to budget, personnel and program issues. As an example, budget reductions and associated program and staff reductions. Levels of service delivery, statutory compliance, and grant program output compliance are routine responsibilities.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity <u>is not a key</u> responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a

manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Administer, plan, implement and evaluate Division budget, programs and policies	35		STD, HIV, Communicable Disease, Vision & Hearing
2	Directs the development of long and short term program goals	25		н
3	Responds to questions regarding health of community	5		11
4	Represents County on boards and coalitions	5		11
5	Assures that programs fulfill statutory requirements	10		"
6	Prepares grant application reports and other documents	5		"
7	Oversees staff orientation and development	10		ı
8	Directs disease control activities in bioterrorism or emergency event.	5		Communicable disease tracking and reporting

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Division Director has authority and responsibility for all budget, personnel and program activities within the Health Promotion/Disease Control Division.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Statutory responsibilities	Failure to meet output objectives
Budget reduction	Loss of Federal and State funds
Program outputs	Reduction of services
Planning and evaluation	Loss of Accreditation
Personnel activities	Vacancy reconfirmation, service delivery, problem solving
Community activity	Loss of key community contacts, i.e. hospitals, etc.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information,

problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Internal	Administer, plan, evaluate, problem solve with staff and community	Daily
External	Representation on coalitions, committees, work groups	Weekly
Emergencies	Member of Health Department and County Response Team – Bioterrorism and emergencies	Event driven

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The Division Director of Health Promotion/Disease Control is an essential administrative position within the Health Department. Duties and responsibilities are required and necessary and cannot be reassigned.

Promotion/Communicable Disease Division Service Comparisons Health

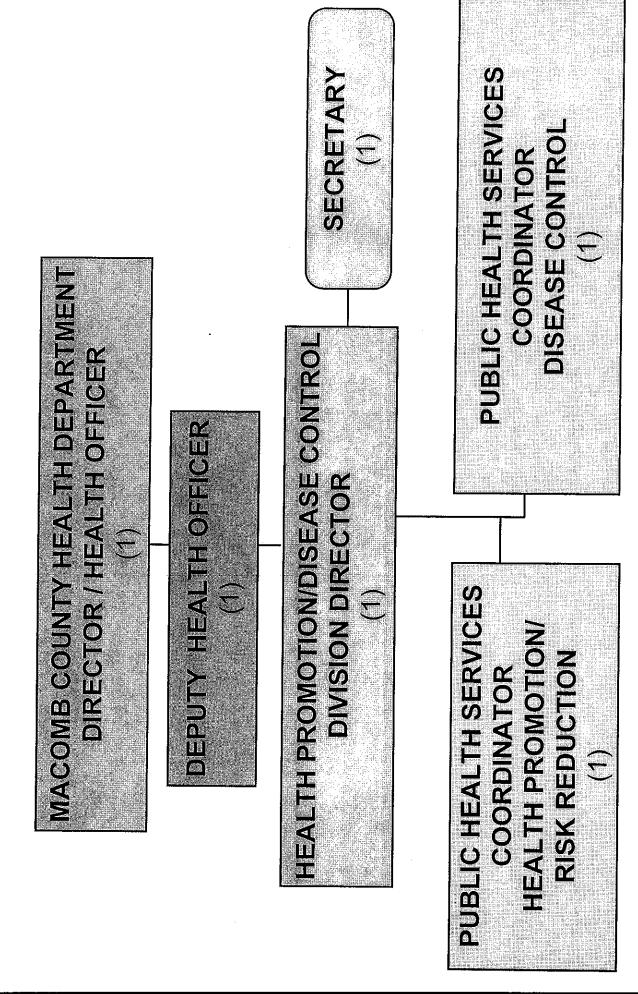
Program	Services-04	Services-05	Services-06
	5,471	6,746	5,783
	2,837	3,441	3,266
Communicable Disease*	24,508	25,739	25,225
Tuberculosis Control*	1,259	1,121	1,580
School Immunization Program	54,328	23,906	53,620
Community Health Outreach	718	854	096
Breast & Cervical Cancer Program	629	260	773
	14,469	13,276	14,495
	4,358	5,498	2,765
	146,219	128,254	109,272
Cardiovascular Risk Reduction	7,637	7,415	7,958

228,697

246,810

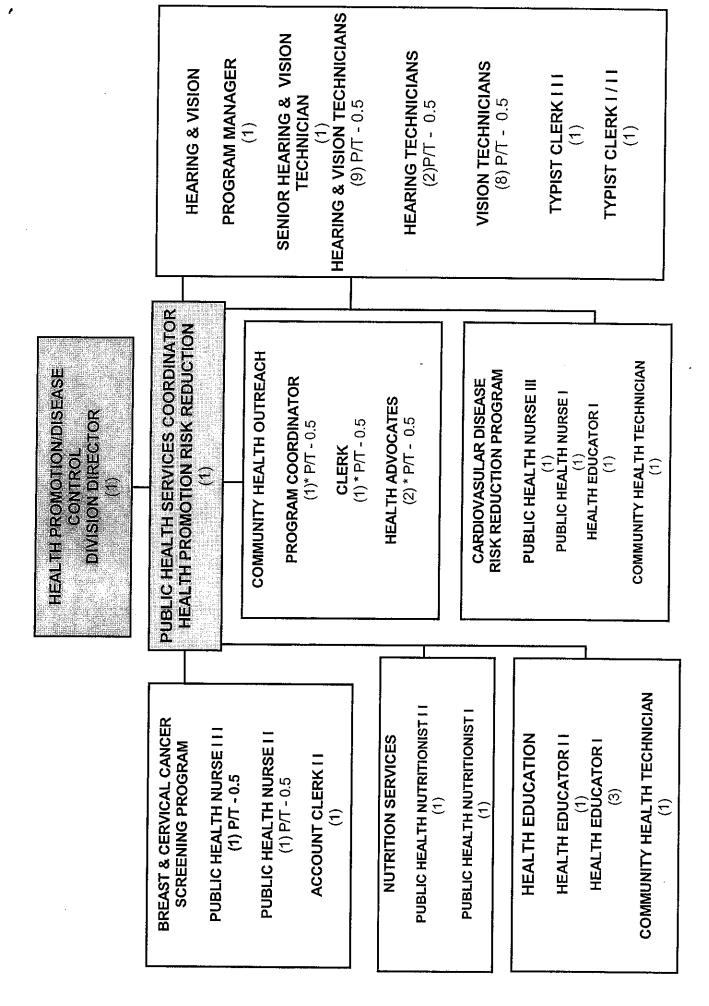
262,463

03/03/08



HPDC # 1

BISEASE CONTROL RECTOR I SERVICES ATOR	COMMUNICABLE DISEASE PROGRAM MANAGER (1) PUBLIC HEALTH NURSE I I I (1) (1)	COMMUNICABLE DISEASE SURVEILLANCE SPECIALIST (1)* COMMUNICABLE DISEASE SPECIALIST (1)	TUBERCULOSIS PUBLIC HEALTH NURSE III (1) COMMUNICABLE DISEASE SPECIALIST (1) TB CLINICIAN (2) P/T - 0.25	SCHOOL IMMUNIZATION PROGRAM PUBLIC HEALTH NURSE 111 (1) (1) PROGRAM ASSESSORS (2) (2) (2) (2)
HEALTH PROMOTIONS/BISEASE CONTROL BIVISION DIRECTOR (J)	o	VENEREAL DISEASE INVESTIGATOR I I (1) ASSESSOR / CONTRACTUAL (1)*	HIV / AIDS PUBLIC HEALTH NURSE III (1) VENEREAL DISEASE INVESTIGATOR II (1) HIV COUNSELORS (7) P/T - 0.25	*CONTRACTOR



distributed

Macomb County Position Analysis Questionnaire

Classification Title: Environmentalist II
Department: Health
Division/Program Assignment: Environmental Health
Describe how this position is funded: State and County Funds
Classification Purpose: In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.
Employees in this classification, under the supervision of an assigned supervisor, conducts specialized environmental health inspections, surveillance, sample collections, and field testing; issues permits, licenses and certifications; completes and maintains official departmental records, reports and notices; provides technical, consultative and educational services to individuals, agencies and the public; performs related duties as assigned.
Organization Information: (Please attach a current organization chart) Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.
The mission of the Environmental Health Divison is to "Improve the quality of life for those who live, work or play in Macomb County by: -the administration and enforcement of environmental public health laws -the promotion of sound environmental health practices -while maintaining an openness to emerging environmental health issues."
This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

Describe how the classification fits into the context of the department or program area

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Environmental Health Supervisor	2
Same Classification Within Department or Program	Environmentalist II	3
Other Classifications Reporting to this Immediate Supervisor	Environmentalist III Environmentalist IV	12 3
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

	N/A
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Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical problem that staff working within this classification may encounter will include a foodborne illness outbreak. Investigation procedures include conducting interviews of all individuals to gather meal histories; illness symptoms, onset time, and illness duration to determine the source and suspect organisms; conducting a site investigation at the food service facility; and collecting food and specimen samples when available.

An example of a complex problem is an emergency response investigation of a fire at a food service facility. A site investigation is conducted to determine what actions the owner/operator must take including: clean-up instructions, equipment evaluation, disposition of exposed food and utensils, and re-opening instructions.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a

manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Conduct routine inspections of food service establishments once every six months, conduct follow-up inspections as needed, investigate foodborne illness complaints, emergency response, license and inspect temporary food establishments, process food service license applications and make licensing recommendations to MDA, maintain official departmental records and files for each food service establishment.	85	daily	Yes
2	Conduct routine and seasonal inspections of public swimming pools, conduct follow-up inspections as needed, monitor pool water quality, investigate pool safety complaints, maintain official departmental records and files for each public swimming pool.	10	weekly	Yes
3	Conduct health and safety inspections of child care/adult foster care facilities, conduct follow-up inspections as needed, investigate consumer complaints of child care centers.	5	monthly	No
4				
5				
6				
7				

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the

immediate supervisor. Please provide one to two examples.

An employee in this position works independently each day in the field conducting regulatory activities. Typical decisions include: Organize their schedule based on work assignments and inspection requests to ensure all inspections are completed as required by law, conduct evaluation inspections to determine compliance or noncompliance with applicable laws, establish compliance timelines for violation correction, and initiate enforcement action when needed.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Decrease in inspection frequency of food service establishments.	Less oversight on food service sanitation, not meeting Food Code requirements, loss of state cost share money.
Reduce ability to respond to consumer complaints and foodborne illness investigations in a timely manner.	Not meet public expectation, not meeting regulatory requirements, loss of state cost share money.
Reduce ability to respond to emergency situations in a timely manner.	Not meet consumer expectation, not meeting regulatory requirements, loss of state cost share money.
Decrease in inspection frequency and water quality monitoring of public swimming pools.	Less oversight on health and safety issues, loss of state cost share money.
Reduce or eliminate technical and educational services to industry and public.	Not meet public/industry expectation.
Decrease in number of staff performing routine, follow-up, complaint and food-borne illness inspections in the food service program.	Not meet accreditation requirements for the recommended minimum number of full-time employees devoted to performing food service sanitation activities.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information,

problem solving, coordinating events and projects, etc.

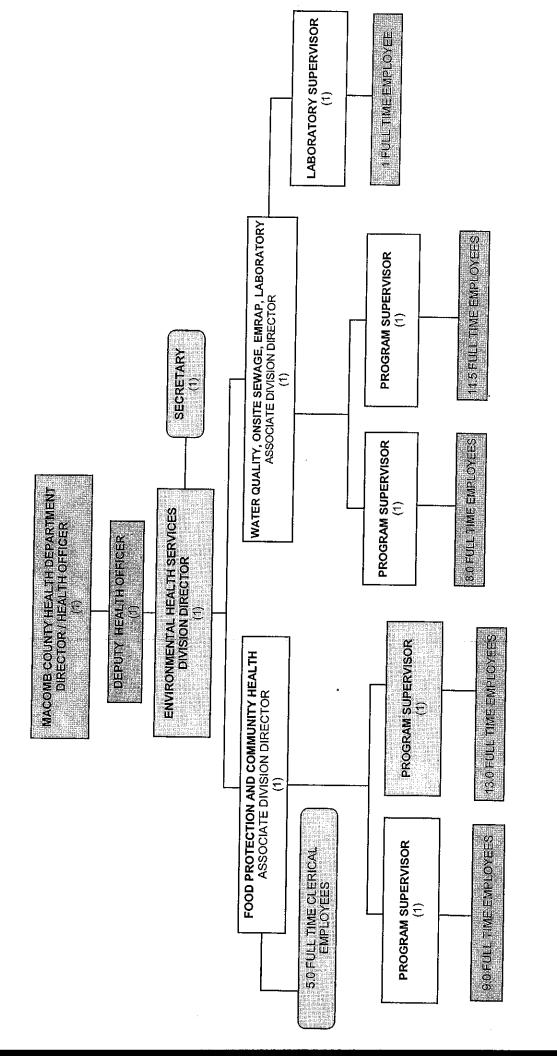
Position/Department	Nature of Contact	Frequency
Food Service Owner/Operator	Regulatory	Daily
Public Swimming Pool Owner/Operator	Regulatory	Weekly
Macomb County Residents	Educational, technical assistance, complaint investigations	Daily

Additional Information:

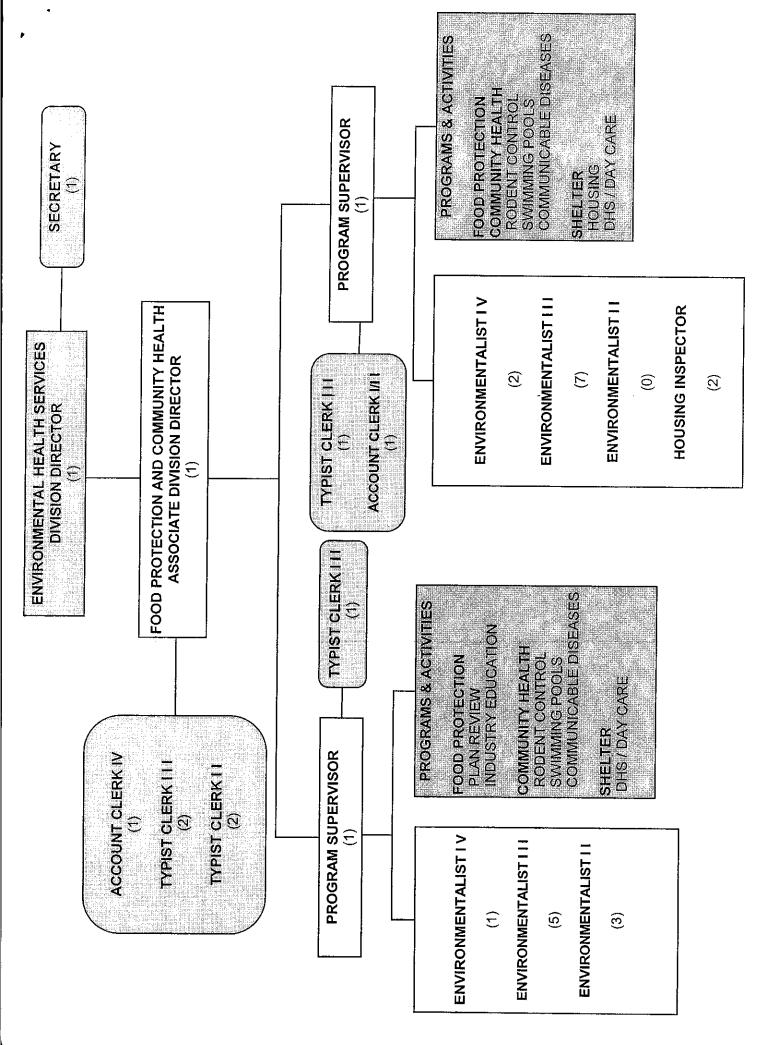
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The individual filling this position assists the department in meeting public expectation and statutory requirements to inspect and regulate the approximately 2,400 food service establishments, 380 temporary food establishments and 270 public swimming pools in Macomb County.

In addition, this position assists the department in providing environmental health services to local municipalities in the areas of insect and rodent control; educational services to various industry groups; environmental health inspections for the Department of Health and Human Services at child care centers; and the prevention and control of environmental health hazards.



03/03/08



distributed 3-5-08

Macomb County Position Analysis Questionnaire

Classification Title: Environmentalist II
Department: Health
Division/Program Assignment: Environmental Health
Describe how this position is funded: _State and County Funds
Classification Purpose: In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.
Employees in this classification, under the supervision of an assigned supervisor, conducts specialized environmental health inspections, surveillance, sample collections, and field testing; issues permits, licenses, and certifications; completes and maintains official departmental records, reports and notices; provides technical, consultative, and educational services to individuals, agencies and the public; performs related duties as assigned.
Organization Information: (Please attach a current organization chart) Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.
The mission of the Environmental Health Division is to "Improve the quality of life for those who live, work or play in Macomb County by: the administration and enforcement of environmental public health laws the promotion of sound environmental health practices while maintaining an openess to emerging environmental health issues."
This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Environmental Health Supervisor	1
Same Classification Within Department or Program	Environmentalist II	2
Other Classifications Reporting to this Immediate Supervisor	Environmentalist III Environmentalist IV	3 2
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A		

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical problem that staff working within this classification will encounter includes evaluating an exisiting residence that is in need of a new septic system. Problems hindering the site include poor soil permeability, a high water table, and lack of space. The staff needs to design a system to overcome these limitations and create a system that will function for an adequate amount of time while maintaining the integrity of the law.

An example of a complex problem is investigating a sudden decrease in well water quality within a neighborhood. The investigation would involve troubleshooting the problem to determine what appropriate water samples should be taken to further analyze the situation and evaluating the well construction and geology of the area in an effort to pinpoint the problem and offer solutions.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a

manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time		Chairman illustration and a second a second and a second
1	Evaluate sites, issue permits, conduct compliance inspections, and collect samples of septic system and water wells	65	Frequency Daily	Statutorily Mandated Yes
2	Illicit Discharge Elimination Program and Dye Testing	10	Daily	In Kind Match with CMI Grant
3	Septage Waste Pumping and Hauling Vehicle Inspection	5	Seasonal Weekly	No
4	Campground Inspections	5	Seasonal Weekly	No
5	Household Hazardous Waste Collection	5	Monthly	No
6	Health and Safety Inspections of Child Care and Adult Foster Care Facilities	5	Monthly	No
7	School Kitchen Inspections	5	Seasonal Weekly	No
8				

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

An employee in this position works independently each day in the field conducting regulatory activities. Typical decisions include: Organizing their schedule based on work assignments and inspection requests, evaluating sites for suitability for septic and water well systems, issuing permits for the installation of septic systems and water wells, and conducting inspections and sample collection of the installations in accordance with the permit requirements. The employee also conducts evaluations of septic systems and wells as a condition for property transfer, inspects septage waste pumping and hauling vehicles, and issues compliance orders for violations.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Decrease in inspection timeliness and frequency of septic systems and water wells.	Less oversight of installations resulting in more regulation violations and sewage discharges, an increased turn-around time in providing services to the public, and loss of cost share money.
Reduce the ability to respond to complaints, and concerns regarding sewage disposal and water supplies.	Not meet the public expectations, not meet regulatory requirements, loss of cost share money, and increased pollution discharges.
Reduce ability to respond to emergency situations in a timely manner.	Less oversight on all environmental and public health issues.
Reduce or eliminate technical and educational services to the public.	Not meet public expectations.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

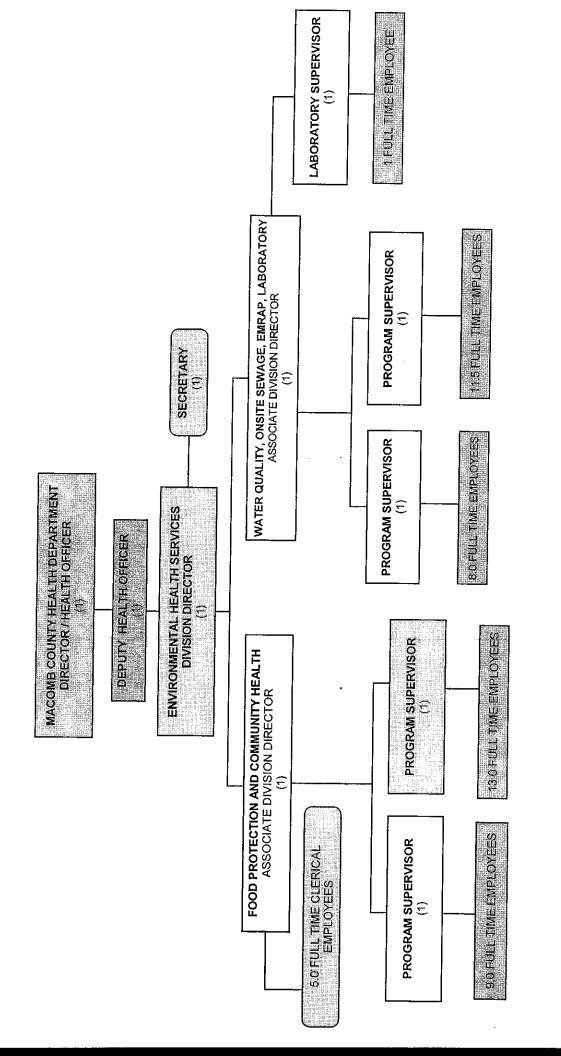
Position/Department	Nature of Contact	Frequency		
Business Owners and Homeowners	Regulatory and Educational	Daily		
Contractors, Real Estate Professionals, and Builders	Regulatory and Educational	Daily		
Macomb County Residents	Public Health Issues	Daily		

Additional Information:

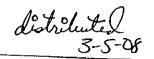
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The individual in this position performs and makes decisions regarding regulatory, educational and consulting services to the general public within Macomb County with a focus on environmental laws; especially those related to sewage disposal and water supply. In addition, this position provides oversight of regulations governing temporary campgrounds, septage waste vehicles, household hazardous waste collection activities, and illicit discharge investigations. Employees within this classification need to make decisions based upon regulatory requirements and what best serves public health in Macomb County.

03/03/08



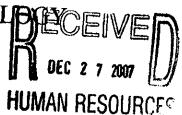
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INFORMATION TECHNOLI

10 N. Main St., 7th Floor Mount Clemens, Michigan 48043 586-469-0524 FAX 586-469-6547 macombcountymi.gov



C. N. Zerkowski Director

December 27, 2007

TO:

Eric Herppich, Acting Director

Human Resources

FROM:

Cyntia N. Zerkowski, Director

Information Technology

RE:

Request for Reconfirmation – Business Systems Analyst

Jacqueline Bucca has submitted her retirement effective December 14, 2007. Jackie's classification was Business Systems Analyst.

This position routinely provides technology services to the County Clerk's Office Vital Records; Campaign Finance; and Cashler systems, and the Martha T. Berry Medical Care Facility KEANE Clinical Information System on a daily system support basis as well as after hours. These services include:

- Resolution of technical application issues
- Implementation of system upgrades
- System maintenance
- Ad-Hoc custom report development
- Writes software quality assurance test plans
- Develops functional, system, and program specifications

It is recommended the reconfirmation for a Business Systems Analyst be approved as the nature of these systems focuses on providing essential services to the public, and is a pivotal daily client contact position.

Karlyn Semlow, Human Resources Coordinator, Labor Relations CC: William Christie, Human Resources Technician Tammela Gilbert, Project Manager

CZ/de

1ACOMB COUNTY BOARD OF COMMISSIONERS

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Joan Flynn - District 6 Sue Rocca District 7 Robert Mijac - District 9 Philis DeSaele District 10

Ed Szczepanski - District 11 Peter J. Lund District 12 Don Brown - District 13 Brum Brdak - District 14 Keith Rengert District 15

Carrie Torrice - District 16 Ed Bruley - District 17 Paul Gieleghem - Distriet 19 Kathy Tocco - District 20

Berry Slinde District 22 Sarah Roberts - District 24 Kathy D. Vosburg - District 25 Leon Deplet Distriction by

Macomb County Position Analysis Questionnaire

Classification Title:	Business Systems/Analyst (BSA)				
Department:	Information Technology				
Division/Program Assignment:	Business Area Project Team - Health				
Describe how this position is funded:	General Fund				
Classification Purpose: In one or two sentences, describe the primare exits in the organization.	ry purpose of the classification or why the classification				
This is a pivotal position in bridging county de	epartment business functions and processes with				
	ments/systems responsibility, and shared responsibility				
for other departments/systems within the Bus					
Core: Clerk/Reg of Deeds, JJC, MTB, Animal :					
Team: Core + Public Health, Environmental H					
within the department The mission and role of IT is to proactively servection to enhance their business computer technology marketplace to advance assolutions.	vice all County departments with respect to their processes. IT analyzes, evaluates, and assesses the and implement the most cost-effective and strategic				
The Business Systems Analyst position is centra	al to this role.				

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Project Manager	See org chart
Same Classification Within Department or Program	Business Systems Analyst	See org chart
Other Classifications Reporting to this Immediate Supervisor	Analyst/Programmer System Technician Client Support Technician	See org chart
Classifications Directly Supervised by this Classification (if applicable)	n/a	See org chart

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Business Systems Analyst may supervise teams consisting of any or all of the following:						
Analyst/Programmer, Programmer/Analyst, System Technician, Client Support Technician						

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A	typical	scenario	is	to	work	with	·a	department	client	to	determine	Ala a	-10 - 17
pro	cesses/re	<u>equi</u> rement	s ar	nd to	match	those i	with	system functi	Onality	w	determine	tne	client's
The	comple	ex scenario	o is	wh	en suc	h wor	k o	stands hoven	Oriality.				

The complex scenario is when such work extends beyond a single functional area within a department and involves multiple functional areas within a department, or involves multiple departments.

Work scenarios include software/system upgrades, requests for service (new projects, modifications, etc), and trouble calls – or a combination thereof.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicated the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for

a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility			State of the state
	The state of the s	% Time	Frequency	Statutorily Mandated
1	Client user business analysis, procedures, problems automation and improvements		ongoing	When client's business goals and needs are.
2	Develops functional, system and program specs, RFP development	5-20%	Varies with projects & clients	When client's business goals and needs are.
3	Designs/develops/maintains databases and data models	5-25%	Varies with projects & clients	When client's business goals and needs are.
4	Evaluates systems/procedures, conducts special studies on new technologies; writes recommendations	10%	Varies with projects & clients	When client's business goals and needs are.
5	projects	10-40%	Varies with projects & clients	When client's business goals and needs are.
6	Acts as contact and resource for user departments; maintains current user business and technical knwldg	5-100%	Varies with projects & clients	When client's business goals and needs are.
7	and vendors to ensure efficient systems	10-30%	Varies with projects & clients	When client's business goals and needs are.
8	Oversees/writes test plans		Varies with projects & clients	When client's business goals and needs are.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

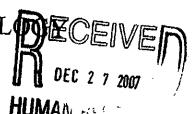
The Business Systems Analyst is given latitude in decisions relating to daily client support functions relating to issues, operations, purchases, etc. within IT standards and policies. It is expected the BSA is able to discern between those daily decision-making situations and those requiring escalation to his/her Project Manager, ie., outside standards/policies or where ramifications of a decision may impact other client departments and processes.

The BSA is also expected to prioritize his/her work activity, and a team's when applicable, based on client priorities. This includes ensuring continuous client communications, re-/negotiating client priorities and timelines, restructuring project approaches (single large milestone vs. phased deliverables), re-/negotiating internal resources, etc., as well as recognizing the impact on enterprisewide (multiple departments) priorities vs. individual department priorities.



INFORMATION TECHNOL

10 N. Main St., 7th Floor Mount Clemens, Michigan 48043 586-469-0524 FAX 586-469-6547 macombcountymi.gov



C. N. Zerkowski Director December 27, 2007

TO:

Eric Herppich, Acting Director

Human Resources

FROM:

Cyntia N. Zerkowski, Director

Information Technology

RE:

Request for Reconfirmation – Business Systems Analyst

David Zacharzewski has submitted his resignation effective December 28, 2007. David's classification was Business Systems Analyst.

This position routinely provides technology services to the Finance Department, Purchasing and Reimbursement departments on a daily system support basis as well as after hours, on weekends and holidays. These services include maintenance and troubleshooting issues associated with the following mission critical systems:

- Purchasing
- Accounts Payable
- General Ledger
- Workflow
- Reimbursement (all areas)
- IT Manpower

It is recommended the reconfirmation for a Business Systems Analyst be approved as the nature of these systems focuses on Macomb's core financial and administration systems, and is a pivotal daily client contact position.

CC: Karlyn Semlow, Human Resources Coordinator, Labor Relations William Christie, Human Resources Technician Jon Rhine, Project Manager

CZ/de MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman District 23 Chair

Dana Camphous-Peterson Leonard Haggerty
District 18 District 21
Vice-Chair Sergeant-At-Arms

Macomb County Position Analysis Questionnaire

Classification Title:	Business Systems/Analyst (BSA)			
Department:	Information Technology			
Division/Program Assignment:	ent: Business Area Project Team – Admin/Ops			
Describe how this position is funde	ed: General Fund			
Classification Purpose: In one or two sentences, describe the pexits in the organization.	primary purpose of the classification or why the classification			
This is a pivotal position in bridging cou	inty department business functions and processes with			
technology solutions. A BSA has core d	lepartments/systems responsibility, and shared responsibility			
for other departments/systems within the				
Core: Treasurer, Equalization, Finance, Reimbursement	Purchasing, Central Stores (county-wide Financials system),			
Team: Core + Risk Mgmt, HR, Parks/Re	c, Library, F&O, Planning/Econ Dev, Corp Counsel			
within the department	the department or program area including services provided ance the understanding of how the classification functions			
recombingly solutions to enhance their bil	ely service all County departments with respect to their usiness processes. IT analyzes, evaluates, and assesseshe vance and implement the most cost-effective and strategic			
The Business Systems Analyst position is	s central to this role.			

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Project Manager	See org chart
Same Classification Within Department or Program	Business Systems Analyst	See org chart
Other Classifications Reporting to this Immediate Supervisor	Analyst/Programmer System Technician Client Support Technician	See org chart
Classifications Directly Supervised by this Classification (if applicable)	n/a	See org chart

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Business Systems Analyst may supervise teams consisting of any or all of the following:			
Analyst/Programmer, Programmer/Analyst, System Technician, Client Support Technician			

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical scenario is to work with a department client to determine the client's processes/requirements and to match those with system functionality.

The complex scenario is when such work extends beyond a single functional area within a

department and involves multiple functional areas within a department, or involves multiple departments.

Work scenarios include software/system upgrades, requests for service (new projects, modifications, etc), and trouble calls – or a combination thereof.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicated the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for

a manager and ten counselors in a timely and accurate manner

a	a manager and ten counselors in a timely and accurate manner.				
#	Function/Responsibility	% Time	Frequency	Statutorily Mandated	
1	Client user business analysis, procedures, problems automation and improvements		ongoing	When client's business goals and needs are.	
2	Develops functional, system and program specs, RFP development and process	5-20%	Varies with projects & clients	When client's business goals and needs are.	
3	Designs/develops/maintains databases and data models	5-25%	Varies with projects & clients	When client's business goals and needs are.	
4	Evaluates systems/procedures, conducts special studies on new technologies; writes recommendations		Varies with projects & clients	When client's business goals and needs are.	
5	Acts as team leader for various projects		Varies with projects & clients	When client's business goals and needs are.	
6	Acts as contact and resource for user departments; maintains current user business and technical knwldg;		Varies with projects & clients	When client's business goals and needs are.	
7	Works with other areas in IT and vendors to ensure efficient systems	10-30%	Varies with projects & clients	When client's business goals and needs are.	
8	Oversees/writes test plans	5-20%	Varies with projects & clients	When client's business goals and needs are.	

Decision Making Authority and Responsibility:

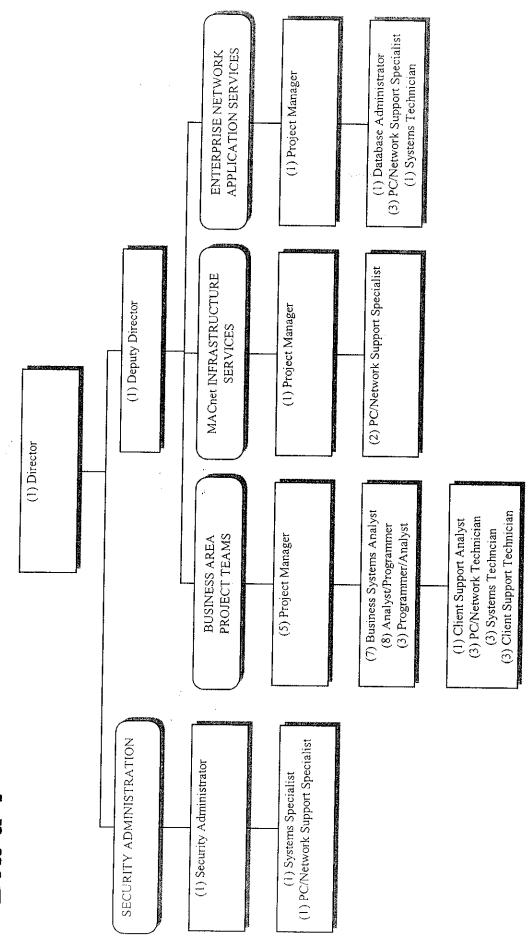
Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Business Systems Analyst is given latitude in decisions relating to daily client support functions relating to issues, operations, purchases, etc. within IT standards and policies. It is expected the BSA is able to discern between those daily decision-making situations and those requiring escalation to his/her Project Manager, ie., outside standards/policies or where ramifications of a decision may impact other client departments and processes.

The BSA is also expected to prioritize his/her work activity, and a team's when applicable, based on client priorities. This includes ensuring continuous client communications, re-/negotiating client priorities and timelines, restructuring project approaches (single large milestone vs. phased deliverables), re-/negotiating internal resources, etc., as well as recognizing the impact on enterprisewide (multiple departments) priorities vs. individual department priorities.

INFORMATION TECHNOLOGY

DRAFT



SUPPORT STAFF

(1) Administrative Secretary

Human Resources approval

Finance approval

RECYCLABLE PAPER

RESOLUTION NOFULL BOARD MEETING DATE:AGENDA ITEM:				
MAC	COMB COUNTY, MICHIGA	.N		
RESOLUTION TO Evaluate and	d recommend to the Perso	onnel Committee regarding		
the determin	nation of each vacant pers	sonnel opening, either to reconfirm		
or to elimina	te the position			
	er Dana Camphous-Peter	son, Chair		
Personnel Co	ommittee			
CLASSIFICATION		DEPARTMENT		
One Computer Maintenance Clerk (M Reason for Position being Vacant: Date Position to be Vacant: Exit Interview Completed:		County Clerk/Register of Deeds		
One Typist Clerk III (Kay Moon) Reason for Position being Vacant: Date Position to be Vacant: Exit Interview Completed:	Retirement 01-03-08 Yes	Equalization		
One Licensed Boiler Operator/Refrig 1st Class (Martin Laus) Reason for Position being Vacant: Date Position to be Vacant: Exit Interview Completed:	Retirement	Facilities & Operations		
One Computer Maintenance Clerk (C Reason for Position being Vacant: Date Position to be Vacant: Exit Interview Completed:		Health		
COMMITTEE /ΜΕΕΤΙΝΟ DATE				

COMMITTEE/MEETING DATE

Personnel 03-05-08

CLASSIFICATION DEPARTMENT

Health

Health

Information Technology

One Division Director, Health Promotion/Disease Control

(Patrick McLogan)

Reason for Position being Vacant: Retirement

Date Position to be Vacant:

02-22-08

Exit Interview Completed: Yes

One Environmentalist II/III (Steve Aguinaga)

Reason for Position being Vacant: Resignation

Date Position to be Vacant:

12-28-07

Exit Interview Completed:

Yes

One Environmentalist II/III (Bobby Anastasov) Health

Reason for Position being Vacant: Resignation

Date Position to be Vacant:

02-01-08

Exit Interview Completed: Yes

One Business Systems Analyst (Jacqueline Bucca) Information Technology

Reason for Position being Vacant: Retirement

Date Position to be Vacant:

12-14-07

Exit Interview Completed:

Yes

One Business Systems Analyst (David Zacharzewski)

Reason for Position being Vacant: Retirement

Date Position to be Vacant:

12-28-07

Exit Interview Completed:

Yes

^{*}Did not authorize the release of the exit interview information.



Todd Schmitz Deputy Clerk

Carmella Sabaug

Macomb County
Clerk/Register of Deeds

HIWANTESQUEES

TO:

Eric Herppich, Director

Human Resources

FROM:

Carmella Sabaugh

Clerk/Register of Deeds

Deeds U

RE:

Justification to Reconfirm Computer Maintenance Clerk position

DATE:

February 1, 2008

Effective January 2, 2008, Mallory Charby (E008699) accepted a position outside of Macomb County leaving a vacant Computer Maintenance Clerk position in the Clerk's office. This position is vital to the function of the clerk/register of deeds office.

Under the direct supervision of the County Clerk/Register of Deeds, the Computer Maintenance Clerk is needed to assist in performing a variety of duties that are very essential to the running of the office on a daily basis. The duties are as follows:

- Process all incoming court documents via mail & fax filing
- Process all incoming court documents when filed in-person via attorneys and the public
- Process all incoming court documents from each of the 13 courts
- Log entries to court cases and update information on court cases
- Write receipts for court fees owed
- Transfer cases to and from other counties & district courts
- Initiate all circuit court cases (domestic, civil, criminal)
- Process Judgments of Sentences with prison packets on criminal cases so the jail office can send prisoners to prison from jail
- Update criminal history information to the state police
- Abstract-send court information to Secretary of State to update driving records

If this position is not reconfirmed, below is an explanation of the effect it will have on the department:

- Files may not be up-to-date with documents for the courts.
- If Judgment of Sentences that accompany the prison paperwork cannot be completed timely, then the county will incur further costs to house prisoners that could otherwise be sent to prison.
- If abstracts cannot be completed timely, offenses may not be posted to a defendant's driving record right away.
- Criminal history reporting to the state police could be slowed.
- All of these items will not only cause delays, but a possible threat to the general public. It would be a shame if a judge had to release prisoners due to overcrowding that could have been avoided if paperwork could be completed timely simply because we do not have enough staff.

If you have any questions, please feel free to call me at 9-7939.

Clerk's Office
40 N. Main St.
Mount Clemens, MI 48043
586-469-5120
Fax: 586-783-8184
http://www.macombcountymi.gov/clerksoffice

Fax-on-Demand Michigan: 1-888-99-CLERK Out-of-State: 310-575-5035 10 N. Main St.

Mount Clemens, MI 48043
586-469-5175
Fax: 586-469-5130

http://www.macombcountymi.gov/registerdeeds
registerdeeds@macombcountymi.gov

Register of Deeds

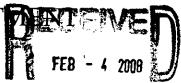
MACOMB COUNTY HUMAN RESOURCES DEPARTMENT <u>EMPLOYEE EXIT INTERVIEW</u>

NAME Mallory Charby	SOCIAL SECURITY # _	xx-xx-5533		
ADDRESS 8905 Goodale	Utica, MI 48317			
DEPARTMENT Clerk's Office	ce			
CLASSIFICATION Compu	uter Maintenance Clerk			
TERMINATION DATE Janua	ry 2, 2008			
DATE OF HIREJanuar	y 3, 2006			
REASON FOR LEAVING: ()	LAY OFF ()	RETIREMENT		
()	DISCHARGE ()	NORMAL.		
(X)	RESIGNATION ()	DISABILITY		
IF REASON FOR LEAVING IS F POSSIBLE REGARDING THE R	RESIGNATION, PLEASE PROVID	DE AS MUCH INFORMATION AS		
Better job apportunantly, Ginancially.				
DO YOU HAVE A RESERVED P () YES (💓 NO	PARKING SPACE IN THE COUN	TY PARKING STRUCTURE?		
DO YOU BELONG TO A DEFER	RED COMPENSATION PLAN?	() YES (X) NO		
I (X) DO () DO N BOARD OF COMMISSIONERS,	OT AUTHORIZE THE RELEA OF THE INFORMATION ON TH	ASE, TO THE MACOMB COUNTY IS EXIT INTERVIEW FORM.		
EMPLOYEE'S SIGNATURE	Mayory hauty	DATE		
INTERVIEWER'S SIGNATURE	hog terland	DATE 1-2-08		



EQUALIZATION DEPART

10 N. Main St., 3rd Floor Mount Clemens, Michigan 48043 586-469-5260 Fax 586-469-5423 macombcountymi.gov/equalization



HUMAN RESOURCES

Steven M. Mellen Director

Terry Moceri Manager/Auditor Personal Property Division

David L. Feller Manager Comm/Ind Division

Sandy Birkenshaw Manager Res/Ag/Dev Division February 4, 2008

To:

Eric A. Herppich, Acting Director

Human Resources

From:

Steven M. Mellen, Director

Equalization

Subject:

Reconfirmation Request

I have reviewed the Board of Commissioners request for further information regarding the Typist Clerk III position in Equalization. During normal times, the vacant position handles 33% of the data entry for new market transactions recorded with the Register of Deeds office. This position normally would enter between 6,000 and 8,000 transactions annually. Due to the decline in sales recorded through the Registrar's office, this position could be put on hold until the sales market increases.

Complete elimination of this position would be placing an insurmountable amount of data entry on the remaining clerical staff in normal times. Not to mention the Equalization department staffing levels (currently reduced by 19% over the last 3 years) would be reduced by 25% over all.

If you have any questions, please contact me.

SMM/jq

MACOMB COUNTY BOARD OF COMMISSIONERS

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT $\underline{\text{EMPLOYEE EXIT INTERVIEW}}$

NAMEKay Moon_	SOCIAL SECURITY #	xxx-xx-9695	
ADDRESS 11713 Gabri	elle Ct. West Fair Haven, MI 4	18023	
	lization		
	Typist Clerk III		
	January 3, 2008		
	13, 1991		
REASON FOR LEAVING:		(X) RETIREMENT	
	() DISCHARGE	(X) NORMAL	
	() RESIGNATION	() DISABILITY	
IF REASON FOR LEAVING -AS POSSIBLE REGARDING	G IS RESIGNATION, PLEASI NG THE REASON.	E PROVIDE AS MUCH INFOR	UMATION
			
DO YOU HAVE A RESERV	VED PARKING SPACE IN TH	E COUNTY PARKING STRU	CTURE?
DO YOU BELONG TO A D	EFERRED COMPENSATION	PLAN? (X) YES () NO
DOVICE OF COMMISSION	DO NOT AUTHORIZE T ERS, OF THE INFORMATION	NON THIS EXIT INTERVIEW	OMB COUNTY FORM.
EMPLOYEE'S SIGNATURI	E Kay L. Moon URE DANG K. WIKU	DATE/	12-04-87
INTERVIEWER'S SIGNAT	URE SAINE K 101KU	W DATE	12-04-07 12-4-07



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor Mount Clemens, Michigan 48043 586-469-5244 FAX 586-469-7770



HUW.

S

Lynn M. Arnott-Bryks Director

Diane G. Connell Operations Supervisor

Larry K. Oakes Mechanical Systems Supervisor TO:

Eric A. Herppich, Acting Director

Human Resources

SUJBECT:

Reconfirmation of Vacancy

Martin Laus, Licensed Boiler Operator

DATE:

February 4, 2008

Pursuant to your correspondence of January 31, 2008, we are requesting consideration to replace the vacant Boiler/Refrigeration Classification position submitted at the January 24, 2008 meeting of the Personnel Committee.

The Boiler/Refrigeration Classification performs the following functions:

- Operates gas fired boilers to generate steam and/or hot water that supplies heat or power, and freon cooling systems to refrigerate rooms and to air condition County buildings.
- Observes temperature, pressure, draft and ampere readings for system and equipment and adjusts controls or overrides automatic controls to obtain specified operation of equipment.
- Balancing, adjusting and setting valves and controls to set specified fuel feed, draft openings, water level and steam pressure of boiler.
- Observes and inspects boiler and auxiliary unites to detect malfunctions, making necessary maintenance and repairs, including but not limited to, changing burners, lubricating bearings and/or tightening pipes and fittings.

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman District 23 Chairman Dana Camphous-Peterson District 18 Vice-Chair Leonard Haggerty District 21 Sergeant-At-Arms

Andrey Duzyj - District 1 Marvin E. Sauger - District 2 Phillip A. DiMaria - District 3 Jon M. Switalski - District 4 Susan L. Doberty - District 5 Joan Flynn - District 6 Sue Rocca - District 7 David Flynn - District 8 Robert Mijac - District 9 Philis DeSaele - District 10 Ed Szczepanski - District 11 Peter J. Lund - District 12 Don Brown - District 13 Brian Brdak - District 14 Keith Rengert - District 15

Carey Torrice - District 16 Ed Bruley - District 17 Paul Gieleghem - District 19 Kathy Tocco - District 20

Betty Slinde - District 22 Sarah Roberts - District 24 Kathy D. Vosburg - District 25 Leon Drolet - District 26

- > Tests and treats boiler feed water, using specified chemicals.
- Maintains log of meter and gauge readings and records data such as temperature, pressure, water test results and quantity of fuel consumed at specified intervals.
- Inspects and clears all inlet louvers, screens and air passages of foreign items and accumulated dirt.
- > Keeps boiler rooms, mechanical rooms and equipment in a reasonable state of cleanliness.
- Opens valves on equipment such as compressors, pumps and condensers to prepare system for operation and start up of equipment and auxiliary machinery.
- Inspects equipment and systems to observe operating conditions and need for repair or adjustment.
- > Adjusts controls to isolate and clear broken lines for repair or shut down equipment.
- > Operates standard boiler and cooling equipment such as gas fired boilers, freon cooling systems and small power hand tools.
- Climbs stepladders, extension ladders, roof hatch ladders and various types of scaffolding.
- Exits and enters roof hatches and scales parapet walls and maneuvers over, across or under various roof mounted pipes, ductwork and/or roof mounted equipment while using and/or transporting tools and equipment.
- > Enters and exits pipe trench trap doors and works in pipe trenches in less than comfortable postures for extended periods of time.
- > Handles and operates various motor operated or manual operated hoisting and/or rigging equipment.

- > Repairs and overhauls refrigeration and air conditioning units as assigned.
- Repack pumps and compressors, clean condensers and replace worn or defective parts.

The County continues to add additional buildings with mechanical systems to be maintained.

The Medical Examiner's Office and Public Works Building have recently been added. In addition, the 42nd District Court – Division II, Hall Road Warehouse and the renovated Juvenile Justice Center will soon be added all requiring mechanical systems maintenance.

The County has a substantial investment in mechanical systems in all the County buildings, which require continuous maintenance and oversight. We are, therefore, requesting your consideration in allowing this vacancy be filled.

If you have any questions, or require additional information, please contact the undersigned.

Respectfully,

Lynn M Arnott-Bryks, Director

Facilities & Operations Department

LMAB:jsd



Mount Clemens Health Cente

43525 Elizabeth Road
Mount Clemens, Michigan 48043

HEALTH DEPARTME

43525 Elizabeth Road Mount Clemens, Michigan 48043 586-469-5235 FAX 586-469-5885 macombcountymi.gov/publichealth

HUMAN RESOURCE

Thomas J. Kalkofen Director/Health Officer

Kevin P. Lokar, M.D. Medical Director

February 1, 2008

TO:

ERIC HERPPICH, ACTING DIRECTOR

HUMAN RESOURCES

FROM:

THOMAS J. KALKOFEN, M.P.H. TK/JY

SUBJECT:

RECONFIRMATION OF VACANCIES

The following is in response to your request for further justification of position reconfirmations.

- A. Leilani Radloff, Community Health Technician
 The CHT position is in the Women, Infants & Children Supplemental Food Program
 (WIC). It is 100% Federal funded. No county money is required to support this position.
 The person in this position is responsible for qualifying clients for the program. Failure to
 enroll a sufficient number of clients will result in financial penalties to the county.
- B. Michael Peltier, Medical Examiner Investigator
 Macomb County has a statutory responsibility to investigate certain deaths. The Medical
 Examiner Investigator goes to death scenes, documents case files and testifies in court
 if necessary. The county is required to provide 24-hour coverage to investigate reported
 deaths. At full staff we are able to cover 24/7 shifts. With the current vacancy, we are
 paying 12 hours overtime per day of his assigned shift. Promptly filling this position will
 not only satisfy statutory requirements, but will save a substantial amount of overtime
- C. Christine Tringali, Computer Maintenance Clerk The Health Department recommends the 20 week waiting period for this position. We will reassign work responsibilities to help realize budget savings.

If there are any questions, you may contact my office at 9-5512.

mc

CC:

S. Gold M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman District 23 Chairman

Dana Camphous-Peterson District 18 Vice-Chair

Leonard Haggerry District 21 Sergeant-At-Arms

Andrey Duzyj - District 1 Marvin E. Sauger - District 2 Phillip A. DiMaria - District 3 Jon M. Switalski - District 4 Susan L. Doherty - District 5 Joan Flynn - District 6 Sue Rocca - District 7 David Flynn - District 8 Robert Mijac - District 9 Philis DeSaele - District 10

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HEALTH DEPARTMENT

Mount Clemens Health Cent

43525 Elizabeth Road Mount Clemens, Michigan 48043 586-469-5235 FAX 586-469-5885 macombcountymi.gov/publichealth

Thomas J. Kalkofen Director/Health Officer

Kevin P. Lokar, M.D. Medical Director

February 13, 2008

TO:

ERIC HERPPICH, ACTING

HUMAN RESOURCES DEPARTMENT

FROM:

THOMAS J. KALKOFEN, MPH

DIRECTOR/HEALTH OFFICER

SUBJECT:

JUSTIFICATION FOR FILLING

DIVISION DIRECTOR

HEALTH PROMOTION/DISEASE CONTROL

The Macomb County Health Department requests reconfirmation of the above captioned position. This vacancy is created by the retirement of Mr. Patrick McLogan on February 22, 2008.

The employee in this classification, under the general direction of the Director/Health Officer, Medical Director and Deputy Health Officer is responsible for the policies, procedures, and delivery of services for a variety of Health Promotion/Disease Control programs; plans, implements and evaluates division operations, programs, procedures and policies.

I respectfully request that you waive the waiting period for this high-level administrative position. The Division Director, in addition to the other duties, administers programs that bring grant funding to the county. I do not want to jeopardize those funding sources.

If there are questions, please contact my office at 9-5512.

mg

CC:

M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman District 23 Chairman

Dana Camphous-Peterson District 18 Vice-Chair

Leonard Haggerty District 21 Sergeant-At-Arms

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT EMPLOYEE EXIT INTERVIEW

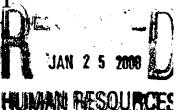
NAMESOCIAL SECURITY #xx-xx-7090				
ADDRESS 35302 Bristlecone Dr. Clinton Twp, MI 48035				
DEPARTMENT Health				
CLASSIFICATION Division Director Hth. Prom./Dis. Cntrl.				
TERMINATION DATE February 11, 2008				
DATE OF HIRE January 23, 1989				
REASON FOR LEAVING: () LAY OFF (X) RETIREMENT				
() DISCHARGE (X) NORMAL				
() RESIGNATION () DISABILITY				
IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.				
DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?				
DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (χ) YES () NO				
I () DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.				
EMPLOYEE'S SIGNATURE Falule St. Mr. Lugar DATE 1/11/08				
INTERVIEWER'S SIGNATURE Whyly Andre DATE 1/11/08				



HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road Mount Clemens, Michigan 48043 586-469-5235 FAX 586-469-5885 macombcountymi.gov/publichealth



Thomas J. Kalkofen Director/Health Officer

Kevin P. Lokar, M.D. Medical Director

January 23, 2008

TO:

ERIC HERPPICH, ACTING DIRECTOR

HUMAN RESOURCES DEPARTMENT

FROM:

THOMAS J. KALKOFEN, MPH

DIRECTOR/HEALTH OFFICER

SUBJECT:

JUSTIFICATION FOR FILLING

ENVIRONMENTALIST II/III

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Mr. Steve Aguinaga on December 28, 2007.

The employee in this classification, under the supervision of an assigned supervisor, conducts routine and specialized environmental health inspections, surveillance, sample collections and field tests; issues permits, licenses and certifications; completes and maintains records, reports and notices. It is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

CC:

G. White

M. Green

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAMESteven AguinagaSOCIAL SECURITY #E006687
ADDRESS_ 1419 Braidwood Memphis, MI 48041
DEPARTMENT Heath DECEIVE
CLASSIFICATION Environmentalist Specialist III NOV 3 0 2007
TERMINATION DATE December 28, 2007 HR - RETIREMENT
DATE OF HIRE August 15, 1988
REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
RESIGNATION (), DISABILITY
IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.
I have accepted a New position in another Environmental
Health Department (Director Position), Along with the
possiblity of the retirement system changing I would
like to keep my Current Retirement Plan as of Dec. 2007
DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (YES () NO
I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.
EMPLOYEE'S SIGNATURE Steven Agumuja DATE 11-30-07
INTERVIEWER'S SIGNATURE Two Teolia DATE 11-30-07



HEALTH DEPARTMENT COMMON TO THE MOUNT Clemens Health Cent

43525 Elizabeth Road Mount Clemens, Michigan 48043 586-469-5235 FAX 586-469-5885 macombcountymi.gov/publichealth

HUMAN RESOURCES

Thomas J. Kalkofen Director/Health Officer

Kevin P. Lokar, M.D. Medical Director

January 23, 2008

TO:

ERIC HERPPICH, ACTING DIRECTOR

HUMAN RESOURCES DEPARTMENT

FROM:

THOMAS J. KALKOFEN, MPH

DIRECTOR/HEALTH OFFICER

SUBJECT:

JUSTIFICATION FOR FILLING

ENVIRONMENTALIST II

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Mr. Bobby Anastasov on February 1, 2008.

The employee in this classification, under the supervision of an assigned supervisor, conducts routine and specialized environmental health inspections, surveillance, sample collections and field tests; issues permits, licenses and certifications; completes and maintains records, reports and notices. It is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

CC:

G. White

M. Green

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

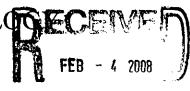
EC FEB		IVE	
FEB	1 9	2008	r W

NAMEBobby Anastasov	_SOCIAL SECURI	TY# <u>xxx-xx-55</u> 30	LIMAAN DESCRIPT
ADDRESS 30522 Caroline			HUMAN RES
DEPARTMENT Health			
CLASSIFICATION Environ	mentalist I/II		
TERMINATION DATE Janu	ıary 30, 2008		
DATE OF HIREAugust	12, 2002		
REASON FOR LEAVING: ()	LAY OFF	() RETIR	EMENT
()	DISCHARGE	() NORM	AL
(V	RESIGNATION	() DISABI	ILITY .
IF REASON FOR LEAVING IS R POSSIBLE REGARDING THE R	ESIGNATION, PLEA	ASE PROVIDE AS MU	JCH INFORMATION AS
Relocated to C	olorado fe	or better	-
opportunity for	- my fai	mily.	FEB 1 9 2008
			HR - HE INILIVIENT
DO YOU HAVE A RESERVED PA	ARKING SPACE IN	THE COUNTY PARKI	ING STRUCTURE?
DO YOU BELONG TO A DEFERM	RED COMPENSATI	ON PLAN? () Y	'ES (2) NO
DO () DO NO BOARD OF COMMISSIONERS, O	OT AUTHORIZE OF THE INFORMAT	THE RELEASE, TO T TON ON THIS EXIT IN	THE MACOMB COUNTY ITERVIEW FORM.
EMPLOYEE'S SIGNATURE	My MA	D	DATE 2-13-08
INTERVIEWER'S SIGNATURE_			PATE



INFORMATION TECHNOLO

Mount Clemens, Michigan 48043 586-469-0524 FAX 586-469-6547 macombcountymi.gov



HUMAN RESOURCES

C. N. Zerkowski Director

February 4, 2008

K. BarbieriDeputy Director

, , ,

Eric Herppich, Acting Director

Human Resources

FROM:

TO:

Cyntia N. Zerkowski, Director/

Information Technology

RE:

Vacancy Reconfirmation

In light of the January 31, 2008 Budget reduction proposal agenda item which identifies a target reduction of \$275,000.00 for Information Technology, a determination as to whether the current four vacancies in Information Technology are the appropriate means for attaining this target reduction is being requested.

Information Technology has already provided \$136,00.00 in 2008 reductions as of January 2008. Furthermore, during 2007, through continuous assessment of vacancies, Information Technology reduced its 2007 budget permanently by \$57,778.00 plus benefits.

As IT "follows the service", and if staffing resources are to be reduced to meet further reductions, then IT services will need to be suspended. This will also need to be reflected in the upcoming 2008-2011 IT Business Plan. While it is not recommended to pursue this approach, especially as departments leave their positions vacant, it would not be justifiable to hire and subsequently layoff these new hires, either. As the vacancies grow, so does the demand for IT services.

If necessary, the suspension of services and projects would be based on the following parameters:

- Keep ongoing updates and maintenance active
- Support mandatory services
- Continue active projects
- · Complete active phase(s) of multi-phase projects
- Support scheduled renovation/construction
- No new projects
- Cease work on web app conversions
- No new website work

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman District 23 Chair Dana Camphous-Peterson Leonard Haggerty
District 18 District 21
Vice-Chair Sergeant-At-Arms

Andrey Duzyj - District 1 Marvin E. Sauger - District 2 Phillip A. DiMaria - District 3 Jon M. Switalski - District 4 Susan L. Doherty - District 5

Joan Flynn – District 6 Sue Rocca – District 7 David Flynn – District 8 Robert Mijac – District 9 Philis DeSaele – District 10 Ed Szczepanski – District 11 Peter J. Lund – District 12 Don Brown – District 13 Brian Brdak – District 14 Keith Rengert – District 15

Carrie Torrice – District 16 Ed Bruley - District 17 Paul Gieleghem – District 19 Kathy Tocco - District 20

Betty Slinde – District 22 Sarah Roberts – District 24 Kathy D. Vosburg – District 25 Leon Drolet – District 26

- No new imaging
- No new building security
- No new IVR
- No community web expansion

With the above, IT would hold four vacancies open for the rest of 2008, yielding approximately \$292,000.00 in savings based on the following:

- Move forward on two promotion—only positions for Analyst/Programmer to Business Systems Analyst, at end of March
- Move forward on two promotion—only positions for Programmer/Analyst to Analyst/Programmer at the end of April
- Keep vacancies open for the two Programmer/Analyst positions, along with the other two existing vacancies until end of year.

There are risks though.

If there should be a departure, or if new projects were to be added to the IT Business Plan, it would be incumbent to replace the departure, or hire within one of the current vacancies, immediately, i.e., without going through with the 20-week wait.

In conclusion, if vacancy attrition is the means to a balanced budget, the latitude to ensure right positions to support this workload is requested. However, as the demand for technology services accumulates, the long-term impact may harm ongoing service levels.

cc: David Diegel, Finance Director CZ/de

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

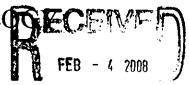
EMPLOYEE EXIT INTERVIEW

NAMEJa	cqueline Bucca	SOCIAL SECURITY#	XXX-X	xx-7524
ADDRESS_	17638 Lowell	Roseville, MI 48066		
DEPARTME	NT <u>IT</u>	·		
CLASSIFICA	TION Busine	ss System Analyst		
TERMINATIO	ON DATE <u>Dece</u>	mber 14, 2007		
DATE OF HI	RE June 1	9, 1978		
REASON FO	OR LEAVING: ()	LAY OFF	(X)	RETIREMENT
	()	DISCHARGE	(X)	NORMAL
	()	RESIGNATION	()	DISABILITY
POSSIBLE F	REGARDING THE R	REASON.		E AS MUCH INFORMATION AS
(X) YES	() NO	PARKING SPACE IN THE		TY PARKING STRUCTURE?
I (人) BOARD OF (DO () DO N COMMISSIONERS,	OT AUTHORIZE THE	RELE/ ON THI	ASE, TO THE MACOMB COUNTY S EXIT INTERVIEW FORM.
•	S SIGNATURE	Jacqueline & Bre Medy Arche	cca	DATE 11/15/2007 DATE 6/7/11



INFORMATION TECHNOLO

10 N. Main St., 7th Floor Mount Clemens, Michigan 48043 586-469-0524 FAX 586-469-6547 macombcountymi.gov



HUMAN MESCUNCES

C. N. Zerkowski Director

February 4, 2008

K. Barbieri Deputy Director TO: E

Eric Herppich, Acting Director

Human Resources

FROM:

Cyntia N. Zerkowski, Director/

Information Technology

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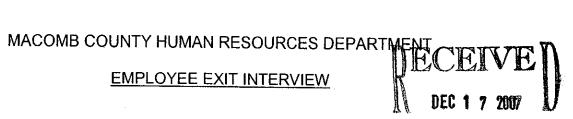
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cc: David Diegel, Finance Director CZ/de



NAME <u>Dave Zacharz</u>	<u>:ewski</u>	SOCIAL SECUR	ITY# <u>xx-xx</u>	<u>(-2701</u>	B - RETIREM	ENT
ADDRESS 19835 Yvo	<u>nne Driv</u>	<u>re Macomb, MI</u>	48044	1 \$	I I Man I 68 Man SW	I de la
DEPARTMENTIT_	···				· · · · · · · · · · · · · · · · · · ·	
CLASSIFICATION	Busine	ss System Analyst				
TERMINATION DATE	Decen	nber 28, 2007	W			
DATE OF HIRE	Octobe	r 20, 1980				
REASON FOR LEAVING	3: ()	LAY OFF	()	RETIREM	ENT	
	()	DISCHARGE	()	NORMAL		
	(%)	RESIGNATION	()	DISABILIT	Υ	
IF REASON FOR LEAVI POSSIBLE REGARDING	NG IS R	RESIGNATION, PLEASON.	ASE PROVID	E AS MUCH	I INFORMATIOI	N AS
To Defen	Ret	vent b	efine 1	le 2	opt	_
plan ch	ange	20 I	Im. 48	yes old	land	_
27 plus y	eas	rent b	ice.	So 7	5 pts	_
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DO YOU BELONG TO A	, DEFER	RED COMPENSAT	ION PLAN?	✓ YES	S () NO	
I (X) DO () BOARD OF COMMISSIO	DO N ONERS,	OT AUTHORIZE OF THE INFORMAT	THE RELEA	SE, TO THE S EXIT INTE	E MACOMB CO ERVIEW FORM.	UNTY
EMPLOYEE'S SIGNATU	JRE			DAT	E 12-17	7-07
INTERVIEWER'S SIGNA	ATURE_	Risa Fed	rich	DAT	E 12-17-0	7